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ABSTRACT

This bibliography describes 52 materials available for use in cooperative education classes and career and guidance counseling. The materials include books, pamphlets, and brochures, films, curriculum guides, study guides, and workbooks. A few are suited for use with special needs students. Materials for inclusion in the bibliography were located through the Florida Educational Information Service (FEIS). For each entry, information is provided on title, author, date published, sponsor, series (if any), availability, content, format, audience, and grade level. The areas of cooperative and career education covered in the bibliography include: career aptitude tests; communication skills; entrepreneurship; employability skills; job search methods; business mathematics; resumes; career choice; career development; and job interviews. (KC)

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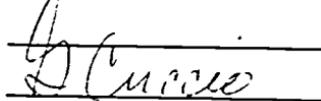
Diversified Cooperative Training

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Handbook

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

September 1987

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Introduction

This bibliography is the result of an extensive computerized and manual search conducted by the Florida Educational Information Service (FEIS) in support of the Vocational Instructional Materials Acquisition System (VIMAS). Both projects are sponsored by the Florida Division of Vocational, Adult, and Community Education and are located in The Center for Instructional Development and Services at Florida State University.

When the Division identifies programs in particular need of competency-based instructional materials, VIMAS staff members request FEIS searches for existing materials and begin working with committees of expert teachers, supervisors, university teacher educators, and Division representatives.

Together, the committee members and VIMAS staff review the materials located by FEIS, select the best available, and recommend that the Division acquire or adapt the most suitable materials for delivery to vocational teachers and students. In addition, they indicate which of the materials would be of interest to teachers and should be included in the bibliography.

For additional search information, contact Florida Educational Information Service, The Center for Instructional Development and Services, 2003 Apalachee Parkway, Suite 301, Tallahassee, FL 32301-4829, (904) 487-2054.

Notes for reading an entry. The **format** descriptions are standardized code words; for example, the codes *Study Guide/Workbook* and *Teacher Guide* will be used in the format listing, even though the publisher's terms for these materials may be *lab manual* and *instructor's manual*. Also included in the format are **page counts**, when known, and **prices**, which may have changed since this listing. The **grade level** appears only when materials are to be used by students.

- TITLE:** *Career Aptitude Tests* (1984)
- AUTHOR:** Klein, J Ken; Unterman, Celia
- AVAILABILITY:** Arco Publishing
215 Park Avenue, S
New York, NY 10003
(212) 777-6300
- CHARACTERISTICS:** Record-keeping Suggestions, Illustrations/Graphics, Information Sheets, Instructional Management Guide; Performance Tests, Practice Tests with Answers
- CONTENT:** Tests Measuring Verbal, Mechanical, Clerical, Visual, Perceptual, Spatial, Numerical, and Reasoning Aptitudes
- FORMAT:** Study Guide/Workbook, 299 pp., \$9.95
- AUDIENCE:** Students, Teachers/Trainers, Teacher Educators
- GRADE LEVEL:** Grades 7-12, Postsecondary (nondegree)
- FORMAT:** Computer Software, 3 disks, \$150, User's Manual, free with order
- SYS REQ:** Apple II, IIC, IIE (48K)
- AUDIENCE:** Students; Teachers/Trainers, Counselors, Parents, Teacher Educators
- GRADE LEVEL:** Grades 10-12, Postsecondary (nondegree), College Level
- SERIES:** **Communication Skills for Succeeding in the World of Work** (1986)
- AUTHOR:** Geoffray, Alice
- AVAILABILITY:** Glencoe Publishing Company
Bennett and McKnight Division
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755
- CHARACTERISTICS:** Self-contained, Information Sheets, Instructional Management Guide, Hands-on Activities
- CONTENT:** Included in this series are 6 sound filmstrips with the following titles. **Career Decision Making; Getting a Job; Listening on the Job; Speaking on the Job; Getting Along with People on the Job; Advancing on the Job**
- FORMAT:** Sound Filmstrips, 6, Study Guides/Workbooks, Teacher Guide; \$72 a set
- AUDIENCE:** Students, Teachers/Trainers, Counselors, Parents, Teacher Educators
- GRADE LEVEL:** Grades 9-12, Postsecondary (nondegree), College Level
- TITLE:** *Career Directions* (1982)
- AVAILABILITY:** Systems Design Associates
723 Kanawha Boulevard, E
Charleston, WV 25301
(304) 344-8550
- CHARACTERISTICS:** Self-paced, Individualized, Self-contained, Information Sheets, Performance Test, References
- CONTENT:** Matching Student Characteristics with Occupational Types
- FORMAT:** Computer Software, 1 disk, \$60, User's Manual, free with order
- *SYS REQ:** Apple II, II+ (48K) with Applesoft in ROM
- AUDIENCE:** Students, Teachers/Trainers, Counselors
- GRADE LEVEL:** Grades 9-12, Postsecondary (nondegree), College Level
- TITLE:** *A Competency-based Unit of Instruction on Free Enterprise for Diversified Cooperative Training Students* (1983)
- AUTHOR:** Greenwood, Jane
- AVAILABILITY:** Florida Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32399
(904) 488-0405
- CHARACTERISTICS:** Competency-based, Self-paced, Individualized, Self-contained, Objectives, Performance Test, Practice Tests with Answers, Pretest, Posttest with Answers; References
- CONTENT:** Introduction to Elements of a Capitalist Economic System
- FORMAT:** Guide, 88 pp., \$2
- AUDIENCE:** Students, Teachers/Trainers, Counselors, Disadvantaged Persons, General Public, Teacher Educators
- GRADE LEVEL:** Grades 10-12, Postsecondary (nondegree)
- TITLE:** *Career Folder* (1984)
- AUTHOR:** Helwig, Andrew A
- AVAILABILITY:** Glencoe Publishing Company
Bennett and McKnight Division
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755
- CHARACTERISTICS:** Self-paced, Individualized, Record-keeping Suggestions
- CONTENT:** Question-and-Answer Folder with Ideas to Help Students Match Personal Goals/Values to Career Types
- FORMAT:** Folder, \$22.50 a set of 20
- AUDIENCE:** Students, Teachers/Trainers, Counselors, Teacher Educators
- GRADE LEVEL:** Grades 7-12, Postsecondary (nondegree)
- TITLE:** *Careers of the Future* (1985)
- AVAILABILITY:** Career Aids
20417 Nordhoff Street
Chatsworth, CA 91311
(818) 341-8200
- CHARACTERISTICS:** Competency-based, Self-paced, Individualized, Self-contained, Information Sheets; Instructional Management Guide; Objectives, Performance Tests; Hands-on Activities
- CONTENT:** Identifying Career Objectives, Developing a Plan for Obtaining Career Skills
- TITLE:** *A Competency-based Unit of Instruction on Parliamentary Procedures for Diversified Cooperative Training Students* (1983)
- AUTHOR:** Hobbs, Mona L

AVAILABILITY	Florida Department of Education Division of Vocational, Adult, and Community Education Bureau of Research, Dissemination, and Evaluation Dissemination and Diffusion Section Knott Building Tallahassee, FL 32399 (904) 488-0405	AUDIENCE	Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators
CHARACTERISTICS	Competency-based, Self-paced, Individualized, Self-contained; Information Sheets, Instructional Management Guide, Objectives, Performance Test, Practice Tests with Answers, References	GRADE LEVEL	Grades 6-9
CONTENT	Rules and Procedures for Conducting a Group Meeting according to <i>Robert's Rules of Order</i>	SERIES	Decisions: A Program for the Microcomputer (1985)
FORMAT	Guide, 172 pp, \$2	TITLE	Planning Your Career You and Your Paycheck
AUDIENCE	Students, Teachers/Trainers Business People, Counselors, General Public, Noninstructional Staff, Teacher Educators	AUTHOR	Snyder, Sarah, Drew, Marsha, Jesme, Kath
GRADE LEVEL	Grades 10-12, Postsecondary (nondegree)	AVAILABILITY	EMC Publishing Changing Times Education Service 300 York Avenue St Paul, MN 55101 (800) 328-1452
SERIES	Cooperative Occupational Education, Section C: Obtaining a Job (1983)	CHARACTERISTICS	Competency-based, Self-paced, Individualized, Self-contained; Instructional Management Guide, Objectives, Performance Tests
TITLE	Completing Employment Forms Contacting an Employer Employment Laws Finding Job Opportunities Introduction to Cooperative Occupational Education The Job Interview Job Safety Learning about Occupations Learning about Yourself Managing Personal Relationships Managing Time and Money Matching Yourself to Suitable Occupations Personal Safety Progressing on the Job Student Clubs What Is Cooperative Occupational Education? Why We Work Writing a Letter of Application Your Community and You Your Employer, Your Co-workers, and You Your Personal Life and the Law	CONTENT	Introduction to Occupational Possibilities, What Good Work Habits Are
AVAILABILITY	University of Missouri—Columbia Instructional Materials Laboratory 10 Industrial Education Building Columbia, MO 65211 (314) 882-2883 For microfiche copies of these documents, contact FEIS	FORMAT	Computer Software, 2 disks (10 disks in series), \$34.95 each, \$48.95 each (includes backup disk); Guide, free with order
CHARACTERISTICS	Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Performance Tests; References, Transparencies	SYS REQ	Apple IIc, IIe, II+ (48K)
CONTENT	The content of each of the 21 short units in this series is provided by its title. The titles are listed above.	AUDIENCE	Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators
FORMAT	Study Guides/Workbooks, 13-39 pp each, \$11.50 a set; Teacher Guides, 10-45 pp each, \$23 a set	GRADE LEVEL	Grades 6-10
		NOTE	Other titles in this series are Comparison Shopping; Consumer Rights and Responsibilities; The Economy of the United States: Supply and Demand; How to Use Your Resources: Influence and Why We Buy; Making Decisions; Saving, Spending, or Borrowing Money.
		TITLE	Development of Professional Attitudes in Business and Industrial Societies (1980)
		AVAILABILITY	Texas A&M University Vocational Instructional Services F.E. Box 182 College Station, TX 77843-2588 (409) 845-6601
		CHARACTERISTICS	Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, References
		CONTENT	Choosing a Career, Applying for, Getting, and Holding a Job, Personal Grooming and Good Manners, Managing Personal Affairs and Leadership through Understanding
		FORMAT	Teacher Guide, 292 pp, \$11.70, Text, 292 pp, \$11.70
		AUDIENCE	Students, Teachers/Trainers
		GRADE LEVEL	Grades 10-12
		SERIES	Employability Skills
		TITLE	Applying for a Job (rev ed., 1979-81) Choosing an Occupation (rev ed., 1984) ESS for Success (rev ed., 1984) Good Work (rev ed., 1987) Job Changes (rev ed., 1984) Personal Finances (rev ed., 1983-84) Your Job Search (rev ed., 1984) Employability Skills Leader's Guide: In-service Workshop (rev ed., 1985)

- Employability Skills Participant's Guide: In-service Workshop** (rev ed., 1984)
A Guide to Employability Skills Materials (rev ed., 1985)
- AUTHOR** Kromhout, Ora M
- AVAILABILITY** Florida Department of Education
 Division of Vocational, Adult, and Community Education
 Bureau of Research, Dissemination, and Evaluation
 Dissemination and Diffusion Section
 Knott Building
 Tallahassee, FL 32399
 (904) 488-0405
- CHARACTERISTICS** Competency-based, Self-paced, Individualized, Self-contained, Record-keeping Suggestions, Glossary; Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Performance Tests, Hands-on Activities, Practice Tests with Answers, Pretest, Posttest with Answers; References, Transparency Masters
- CONTENT** Absenteeism, Applying for a Job, Banking Tips, Completing Job Applications, Dealing with Co-workers; Deciding to Change Jobs, Examining Self-interests, Finding Leads, Following Instructions, Interviewing; Job Interest, Learning about Jobs and Planning a Career, Making a Smooth Transition, Making Contacts, Shopping Habits, Taxes, Validating Reasons for Changing Jobs, Visiting Potential Job Sites
- FORMAT** Modules/LAPs, 10-125 pp each, \$2 each, Teacher Guides, 47-56 pp each, \$1 10 each, \$18 60 a set
- AUDIENCE** Students, Teachers/Trainers
- GRADE LEVEL** Grades 7-12, Postsecondary (nondegree)
- NOTE** **Employability Skills, Spanish Series**, which is a Spanish translation of the original English version, is also available at \$13 a set
- TITLE** **Entrepreneurship: The Art of Business Ownership in Free Enterprise** (1983)
- AUTHOR** Woodburn, Clint H
- AVAILABILITY** Texas A&M University
 Vocational Instructional Services
 F E Box 182
 College Station, TX 77843-2588
 (409) 845-6601
- CHARACTERISTICS** Competency-based, Self-paced, Individualized, Self-contained, Prerequisite Knowledge/Skills Required, Record-keeping Suggestions, Glossary, Illustrations/Graphics, Objectives, Performance Test
- CONTENT** Management, Legal, Financial, and Marketing Information Needed for Owning and Operating a Small Business
- FORMAT** Study Guide/Workbook, 100 pp., \$4
- AUDIENCE** Students, Teachers/Trainers, Business People, Counselors, Disadvantaged Persons, General Public; Professionals, Teacher Educators
- GRADE LEVEL** Grades 10-12, Postsecondary (nondegree), College Level
- SERIES** **Entrepreneurship Training Components**
- TITLE** **Module 1, Getting Down to Business: What's It All About?** (1981)
- AUTHOR** McFarlane, Carolyn
- DEVELOPER** American Institutes for Research
- AVAILABILITY** Florida Department of Education
 Division of Vocational, Adult, and Community Education
 Bureau of Research, Dissemination, and Evaluation
 Dissemination and Diffusion Section
 Knott Building
 Tallahassee, FL 32399
 (904) 488-0405
- CHARACTERISTICS** Self-contained, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Performance Test, Hands-on Activities, References
- CONTENT** Entrepreneurship, Planning and Operating a Small Business, Choosing a Location, Financial Requirements, Keeping Records of Expenses, Income, and Supplies, Advertising and Selling
- FORMAT** Module/LAP, 161 pp., \$10, Teacher Guide, 51 pp., \$3
- AUDIENCE** Students, Teachers/Trainers, Counselors, Teacher Educators
- GRADE LEVEL** Grades 10-12
- SERIES** **Follett Success Skills** (1982)
- TITLE** **Changing a Job**
The Friends You Make
Holding a Job
The Language You Speak
The Letters You Write
Looking for a Job
The Money You Spend
The Person You Are
The Phone Calls You Make
Starting a Job
Training for a Job
Wanting a Job
- AVAILABILITY** Cambridge Book Company
 888 Seventh Avenue
 New York, NY 10106
 (212) 957-5300
- CHARACTERISTICS** Self-contained, Glossary, Information Sheets, Instructional Management Guide, Performance Test, Practice Tests with Answers, References
- CONTENT** Life-Skills Instruction for Poor Readers and Writers of English
- FORMAT** Study Guides/Workbooks, 30-48 pp each, \$3 50 each, Teacher Guide, 96 pp., \$3 50
- AUDIENCE** Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators
- GRADE LEVEL** Grades 7-12, Postsecondary (nondegree)
- TITLE** **Free Enterprise in the United States** (1980)
- AUTHOR** Wylie, Eugene D., Warmke, Roman F
- AVAILABILITY** South-Western Publishing Company
 5101 Madison Road
 Cincinnati, OH 45227
 (513) 271-8811
- CHARACTERISTICS** Glossary, Objectives, Performance Tests, Hands-on Activities, Practice Tests with Answers
- CONTENT** Economic Systems, Business in a Free-Enterprise Economy, Economic Growth and Fluctuations in a Free-Enterprise Economy, International and National Influences on Free

	Enterprises; Money and Credit in a Free-Enterprise Economy, The Individual's Roles in a Free-Enterprise Economy	FORMAT	Study Guide/Workbook, 39 pp., \$4.15, Teacher Guide, 11 pp., free
FORMAT	Study Guide/Workbook, 158 pp., \$5.20, Teacher Guide, free with purchase of 5 or more texts, Test Booklet, 16 pp., \$0.85, Text, 520 pp., \$12.10	AUDIENCE	Students, Teachers/Trainers, Counselors, Teacher Educators
AUDIENCE	Students, Teachers/Trainers, Teacher Educators	GRADE LEVEL	Grades 10-12
GRADE LEVEL	Grades 10-12	TITLE	Getting Along with People on the Job (1986)
TITLE	Free Enterprise Today (1985)	AUTHOR	Geoffroy, Alice
AUTHOR	Petersen, H. Craig, Lewis, W. Cris	AVAILABILITY	Glencoe Publishing Company Bennett and McKnight Division Front and Brown Streets Riverside, NJ 08075 (800) 257-5755
AVAILABILITY	South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811	CHARACTERISTICS	Self-contained
CHARACTERISTICS	Self-contained, Glossary, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Practice Tests with Answers	CONTENT	Introduction to Communication Skills Needed on the Job
CONTENT	Free Enterprise in the U.S. Economy, The U.S. Monetary System, Business and Labor in the U.S. Economy, Government and the Free-Enterprise System, The Relationship of the U.S. Economy to the World Economy	FORMAT	Audiocassettes, 4, Study Guide/Workbook, Teacher Guide, \$72 a set
FORMAT	Study Guide/Workbook, 92 pp., \$5.25, Teacher Guide, 117 pp., free, Text, 508 pp., \$12.10	AUDIENCE	Students, Teachers/Trainers, Counselors, Employers, General Public, Parents, Professionals, Teacher Educators
AUDIENCE	Students, Teachers/Trainers, Counselors, Teacher Educators	GRADE LEVEL	Grades 10-12, Postsecondary (nondegree), College Level
GRADE LEVEL	Grades 10-12, Postsecondary (nondegree)	TITLE	Introduction to Business: The Economy and You (1986)
TITLE	From School to Work: A Cooperative Education Book (1984)	AUTHOR	Daughtrey, Anne Scott, Ristau, Robert A., Eggland, Steven A.
AUTHOR	Littrell, J. J.	AVAILABILITY	South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811
AVAILABILITY	Goodheart-Willcox Company 123 W. Taft Drive South Holland, IL 60473 (800) 323-0440	CHARACTERISTICS	Glossary, Illustrations/Graphics, Instructional Management Guide, Objectives, Practice Tests with Answers
CHARACTERISTICS	Glossary, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Hands-on Activities, Practice Tests with Answers	CONTENT	The American Economic System, The Use of Computers in Business and at Home, Consumer Education, Using Banking and Financial Services, Insurance Protection, Government and Labor in the U.S. Economic System
CONTENT	Skills Needed for Work, Career Planning, Job Hunting, Personal Financial Management, Job Satisfaction, Legal Matters, Leadership Skills	FORMAT	Study Guides/Workbooks, 147-169 pp. each, \$4.65 each, Teacher Guides, free, Test Booklet, \$1.25, Text, 625 pp., \$14.50
FORMAT	Study Guide/Workbook, 128 pp., \$4, Teacher Guide, 80 pp., \$6, Text, 320 pp., \$17.60	AUDIENCE	Students, Teachers/Trainers, Teacher Educators
AUDIENCE	Students, Teachers/Trainers, Counselors, Teacher Educators	GRADE LEVEL	Grades 10-12, Postsecondary (nondegree)
GRADE LEVEL	Grades 10-12, Postsecondary (nondegree)	SERIES	Job Attitudes and Habits (1980)
TITLE	Getting a Job—Process Kit (2nd ed., 1987)	AVAILABILITY	Educational Design 47 W. 13th Street New York, NY 10114 (800) 221-9372
AUTHOR	Zedlitz, Robert	CHARACTERISTICS	Self-contained, Illustrations/Graphics, Instructional Management Guide, Objectives
AVAILABILITY	South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811	CONTENT	Included in this series are 5 sound filmstrips with the following titles: A New World: The Job World; You and Your Bosses; You and Your Co-workers; You and Your Job Attitudes; You and Your Job Habits.
CHARACTERISTICS	Self-paced, Individualized, Self-contained, Record-keeping Suggestions, Glossary, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Practice Tests with Answers	FORMAT	Sound Filmstrips, Teacher Guide, \$135 a set
CONTENT	Writing a Resume, Identifying Potential Employers, Preparing for a Job Interview, Leaving a Job Gracefully	AUDIENCE	Students, Teachers/Trainers, Employers
		GRADE LEVEL	Grades 9-12, Postsecondary (nondegree)

TITLE	Job Attitudes: Assessment and Improvement (1986)	AUDIENCE	Students, Teachers/Trainers, Counselors, Teacher Educators
SERIES	Job Readiness	GRADE LEVEL	Grades 10-12, Postsecondary (nondegree)
AVAILABILITY	Microcomputer Educational Programs 157 S Kalamazoo Mall, Suite 250 Kalamazoo, MI 49007 (800) 421-4157	TITLE	Managing Stress Before It Manages You (1983)
CHARACTERISTICS	Self-paced, Individualized, Self-contained, Information Sheets, Performance Test	AVAILABILITY	Ohio State University Instructional Materials Laboratory 842 W Goodale Boulevard Columbus, OH 43212 (614) 221-4950
CONTENT	Student Attitudes, Work Environment Situations, Modification of Student Attitudes Detrimental to Work	CHARACTERISTICS	Self-contained, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Hands-on Activities
FORMAT	Computer Software, 1 disk, \$54.95 (includes backup disk), Teacher Guide, free with order	CONTENT	Understanding What Stress Is and How to Manage It
SYS REQ	Apple IIc, Iie, II+ (48K)	FORMAT	Guide, 47 pp., \$4.50
AUDIENCE	Students, Teachers/Trainers, Counselors, Employers	AUDIENCE	Students, Teachers/Trainers, Business People, Counselors, General Public, Government Officials, Noninstructional Staff, Professionals, Teacher Educators
GRADE LEVEL	Grades 9-12, Postsecondary (nondegree) College Level	GRADE LEVEL	Grades 10-12, Postsecondary (nondegree), College Level
NOTE	<i>Job Attitudes: Assessment and Improvement</i> is part of a four-program series. This bibliography also includes a second title from this series, Resumes Made Easy . The other two titles, Filling Out Job Applications and Successful Job Interviewing , were not considered appropriate for DCT.	TITLE	The Math In Your Insurance Policies (1980)
TITLE	Job Related Instruction for Cooperative Part-time Training (1981)	SERIES	Lifeskill Mathematics I
AUTHOR	Hohhertz, Durwin	AUTHOR	Miller, Bert, Paine, Roswell, Treff, August, Hanson, Robert, Smith, Sheila
AVAILABILITY	East Texas State University Secondary and Higher Education Occupational Curriculum Laboratory Commerce, TX 75428 (214) 886-5624	PUBLISHER	Media Materials
CHARACTERISTICS	Glossary, Information Sheets, Instructional Management Guide, Objectives, Performance Tests, Hands-on Activities; Transparency Masters	AVAILABILITY	Career Aids 20417 Nordhoff Street Chatsworth, CA 91311 (818) 341-8200
CONTENT	Completing Job Applications and Interviews, Safety on the Job, Interpersonal Skills on the Job, Personal Finance, Quitting and Changing Jobs, Labor Unions, Free Enterprise	CHARACTERISTICS	Self-paced, Individualized, Self-contained, Instructional Management Guide, Hands-on Activities, Practice Tests with Answers
FORMAT	Study Guide/Workbook, 618 pp., \$12, Teacher Guide, 616 pp., \$17	CONTENT	Social Security, Auto, House, Life, and Health Insurance, Calculating Various Insurance Costs (to develop math skills)
AUDIENCE	Students, Teachers/Trainers	FORMAT	Computer Software, 1 disk, \$39.95, Teacher Guide, free with order, Transparency Masters, 36, free with order, User's Manual, 36 pp., free with order
GRADE LEVEL	Grades 11-12, Postsecondary (nondegree)	SYS REQ	Apple II Family (48K), TRS-80, Models 3, 4
TITLE	Learning Basic Math and Business Math Using the Calculator (1985)	AUDIENCE	Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators
AUTHOR	Muncaster, Barbara F., Prescott, Susan L.	GRADE LEVEL	Grades 7-12, Postsecondary (nondegree), College Level
AVAILABILITY	South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811	TITLE	Math Skills for Banking Transactions (1983)
CHARACTERISTICS	Competency-based, Self-paced, Individualized, Self-contained, Record-keeping Suggestions, Glossary, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Performance Tests; Hands-on Activities, Pretest, Posttest	SERIES	Lifeskill Mathematics II
CONTENT	Addition, Subtraction, Multiplication, Division, Fractions and Percents as They Apply to Business Operations	AUTHOR	Edwards, Paul, Treff, August, Jones, Wilmer
FORMAT	Teacher Guide, 336 pp., free, Test Booklet, \$0.80, Text, 330 pp., \$8.75	PUBLISHER	Media Materials
		AVAILABILITY	Career Aids 20417 Nordhoff Street Chatsworth, CA 91311 (818) 341-8200
		CHARACTERISTICS	Self-paced, Individualized, Self-contained, Prerequisite Knowledge/Skills Required, Information Sheets, Performance Tests, Hands-on Activities, Practice Tests with Answers
		CONTENT	Maintaining Bank Accounts (to develop math skills)

FORMAT	Computer Software, 1 disk, \$39.95, Teacher Guide, free with order, Transparency Masters, 36, free with order	FORMAT	Computer Software, 3 disks, \$150, Teacher Guide, free with order
SYS REQ.	Apple II Family (48K), TRS-80, Models 3, 4	SYS REQ	Apple II, IIc, IIe (48K), TRS-80, Models 3, 4 (48K), IBM PC (64K)
AUDIENCE	Students, Teachers/Trainers, Counselors, Disadvantaged Persons, General Public, Teacher Educators	AUDIENCE	Students, Teachers/Trainers, Counselors, Teacher Educators
GRADE LEVEL	Grades 7-12	GRADE LEVEL	Grades 10-12, Postsecondary (nondegree), College Level
TITLE	Mean Jeans Manufacturing Company: A Business Company Simulation (1983)	TITLE	Occupational Mathematics (1986)
AUTHOR	Boyer, Golda Naveau	AUTHOR	Gannon, Gerald E.; Daggett, Willard R
AVAILABILITY	South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811	AVAILABILITY	South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811
CHARACTERISTICS	Self-paced, Individualized, Record-keeping Suggestions, Glossary, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Hands-on Activities	CHARACTERISTICS	Self-contained, Prerequisite Knowledge/Skills Required, Glossary, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives; Performance Test, Hands-on Activities, Practice Tests with Answers, Pretest, Posttest
CONTENT	Skills Needed to Operate a Small Business	CONTENT	Mathematical Skills to Meet Professional and Personal Requirements
FORMAT	Reference Material, 131 pp., \$3.75, Study Guide/Workbook, 123 pp., \$3.25, Teacher Guide, 110 pp., free	FORMAT	Study Guide/Workbook, 171 pp., \$3.90, Teacher Guide 124 pp., free, Test Booklet, 26 pp., \$0.80; Text, 463 pp., \$11.20
AUDIENCE	Students, Teachers/Trainers, Teacher Educators	AUDIENCE	Students; Teachers/Trainers, Counselors, Teacher Educators
GRADE LEVEL	Grades 7-12	GRADE LEVEL	Grades 10-12
TITLE	Methods and Materials for Teaching Occupational Survival Skills (1979)	TITLE	Opening Doors: A Practical Guide for Job Hunting (1984)
AVAILABILITY	Western Illinois University Curriculum Publications Clearinghouse 46 Horrabin Hall Macomb, IL 61455 (309) 298-1917	AVAILABILITY	Oakland University School of Human and Educational Services Continuum Center Rochester, MI 48063 (313) 377-3360
CHARACTERISTICS	Self-contained, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Performance Tests, Hands-on Activities, References, Transparency Masters	CHARACTERISTICS	Information Sheets, Instructional Management Guide, Performance Test, Practice Test with Answers, References
CONTENT	Working in Organizations, Motivation for Work, Understanding Self, Interpersonal Relations, Effective Communication, Using Creativity at Work, Problem Solving; Authority and Responsibility, Leadership, Coping with Conflict, Coping with Change, Adapting and Planning for the Future	CONTENT	Planning a Job-hunting Campaign, Communicating with Potential Employers, The Job Interview, Keeping Your Job, Planning Your Future Career
FORMAT	Modules/LAPs, 611 pp., \$19.95	FORMAT	Study Guide/Workbook, 106 pp., \$5, Teacher Guide, 90 pp., \$5
AUDIENCE	Students, Teachers/Trainers, Counselors, Teacher Educators	AUDIENCE	Students, Teachers/Trainers, Counselors, Teacher Educators
GRADE LEVEL	Grades 10-12, Postsecondary (nondegree)	GRADE LEVEL	Grades 10-12, Postsecondary (nondegree), College Level
TITLE	The Micro Art of Interviewing (1985)	TITLE	Orientation to Employment (8th ed., 1976)
PUBLISHER	Career Development Software	AUTHOR	Jones, Ronald, Hudson, Jesse L., Porter, Gean, Reed, Bill D
AVAILABILITY	Career Aids 20417 Nordhoff Street Chatsworth, CA 91311 (818) 341-8200	AVAILABILITY	University of Missouri—Columbia Instructional Materials Laboratory 10 Industrial Education Building Columbia, MO 65211 (314) 882-2883
CHARACTERISTICS	Competency-based, Self-paced, Individualized, Self-contained, Information Sheets, Instructional Management Guide; Objectives, Hands-on Activities, Practice Test with Answers	CHARACTERISTICS	Information Sheets, Instructional Management Guide, Practice Tests with Answers, References, Transparency Masters
CONTENT	Developing a Resume, Interviewing Techniques		

- CONTENT** The Cooperative Education Concept, Parliamentary Procedures, Choosing a Career, Employer-Employee Relations, Pay Withholding Explained, Labor and Management, Federal Income Tax
- FORMAT** Study Guide/Workbook, 200 pp., \$11.50, Teacher Guide, 360 pp., \$10.65
- AUDIENCE** Students, Teachers/Trainers, Counselors, Teacher Educators
- GRADE LEVEL** Grades 10-12
- TITLE** *Parliamentary Procedure* (1978)
- AVAILABILITY** Arkansas Department of Education
Division of Vocational and Technical Education
Media Implementation Center
7701½ Scott Hamilton Drive
Little Rock, AR 72209
(501) 371-1153
- CHARACTERISTICS** Self-contained, Illustrations/Graphics
- CONTENT** The History, Use, Purpose, and Basic Principles of Parliamentary Procedure; Seven Steps to Follow in a Business Meeting; Types of Motions and Order of Precedence, How to Present, Second, Debate, and Dispose of a Motion. Examples of Procedures in Real-World Settings
- FORMAT** Audiocassettes, 3, 35mm Slides, 175, \$86
- AUDIENCE** Students, Teachers/Trainers, Business People, Counselors, General Public, Government Officials, Noninstructional Staff, Parents, Professionals; Teacher Educators
- GRADE LEVEL** Grades 9-12, Postsecondary (nondegree), College Level
- TITLE** *Personal Business Management* (1986)
- AUTHOR** Ryan, Joan S
- AVAILABILITY** South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811
- CHARACTERISTICS** Competency-based, Self-paced, Individualized, Self-contained, Record-keeping Suggestions, Glossary, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Performance Tests, Pretest, Posttest with Answers
- CONTENT** Career Decisions, Money Management, Economic Security, Credit Management, Electronic Information
- FORMAT** Study Guide/Workbook, 153 pp., \$3.95, Teacher Guide, 81 pp., free upon request, Test Booklet, 36 pp., \$0.90, Text, 344 pp., \$11.95
- AUDIENCE** Students, Teachers/Trainers, Counselors, Teacher Educators
- GRADE LEVEL** Grades 10-12, Postsecondary (nondegree)
- TITLE** *Preparing a Resume and Writing a Letter of Application* (rev. ed., 1985)
- AUTHOR** Johnson, Diane E., Hines, Donna
- AVAILABILITY** East Texas State University
Secondary and Higher Education
Occupational Curriculum Laboratory
Commerce, TX 75428
(214) 886-5624
- CHARACTERISTICS** Self-paced, Individualized, Self-contained, Objectives, Hands-on Activities, Practice Test with Answers, References, Transparency Masters
- CONTENT** Writing a Resume and a Letter of Application
- FORMAT** Multimedia Kit (includes 55 35mm Slides with Audiocassette, Study Guide/Workbook, Teacher Guide, Test), \$30
- AUDIENCE** Students, Teachers/Trainers, Counselors, Teacher Educators
- GRADE LEVEL** Grades 10-12, Postsecondary (nondegree)
- SERIES** *Relocate for Better Jobs* (1984)
- DEVELOPER** New Jersey State Department of Education
Division of Vocational Education and Career Preparation
Trenton, NJ
- AVAILABILITY** ERIC Document Reproduction Service
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742
For a microfiche copy of this document, order ED 248386 from FEIS
- CHARACTERISTICS** Self-paced, Individualized, Self-contained, Information Sheets; Practice; References
- CONTENT** Decision-making Skills, Self-examination of Wants and Needs, Job Hunting at a Distance; Moving Information Needed for a Job Far from Present Location
- FORMAT** Modules/LAPs, 126 pp., \$11.10 paper, \$0.60 microfiche
- AUDIENCE** Students, Teachers/Trainers, Counselors, Teacher Educators
- GRADE LEVEL** Postsecondary (nondegree)
- TITLE** *Resumes Made Easy* (1986)
- SERIES** *Job Readiness*
- AVAILABILITY** Microcomputer Educational Programs
157 S Kalamazoo Mall, Suite 250
Kalamazoo, MI 49007
(800) 421-4157
- CHARACTERISTICS** Competency-based, Self-paced, Individualized, Self-contained, Prerequisite Knowledge/Skills Required, Record-keeping Suggestions, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Performance Test, Hands-on Activities, References
- CONTENT** The Usefulness of a Resume, Preparation of a Resume, What to Include in a Resume Student's responses are stored, when the student has completed the lesson, a computer printer will type the finished resume
- FORMAT** Computer Software, 1 disk, \$54.95 (includes backup disk), Teacher Guide, free with order
- SYS REQ.** Apple IIc, IIe, II+ (48K)
- AUDIENCE** Students, Teachers/Trainers, Business People, Counselors, General Public, Noninstructional Staff, Parents, Professionals, Teacher Educators
- GRADE LEVEL** Grades 10-12, Postsecondary (nondegree), College Level
- NOTE.** *Resumes Made Easy* is one of four titles in the series. This bibliography also includes a second title from this series, *Job Attitudes: Assessment and Improvement*. The other two titles, *Filling Out Job Applications* and *Successful Job Interviewing*, were not considered appropriate for DCT

TITLE.	The Right Resume Writer (1985)	SERIES	Succeeding in the World of Work (1983-86)
PUBLISHER.	Career Development Software	AVAILABILITY	Glencoe Publishing Company Bennett and McKnight Division Front and Brown Streets Riverside, NJ 08075 (800) 257-5755
AVAILABILITY.	Career Aids 20417 Nordhoff Street Chatsworth, CA 91311 (818) 341-8200	CHARACTERISTICS	Self-contained, Illustrations/Graphics
CHARACTERISTICS	Competency-based, Self-paced, Individualized, Self-contained, Information Sheets, Instructional Management Guide, Objectives, Performance Test, Hands-on Activities, Practice Test with Answers	CONTENT	The textbook covers the following topics. Planning Your Future, Entering the World of Work, Developing Your Skills and Understanding, Becoming a Wise Consumer, Meeting Your Adult Responsibilities. Included in this series are 12 sound filmstrips with the following titles. Introduction to the World of Work; Locating and Applying for a Job; You, Your Employer, and Your Co-workers; Work, Where Do You Fit In?; Researching Careers; Human Relationships on the Job; Your Progress on the Job; Work and Safety; Spending What You Earn; The Wise Consumer; Insurance for the Wage Earner; Your Role as an Adult Worker.
CONTENT.	The Chronological Resume, The Skills Resume, The Professional Resume. When lessons are completed, the computer will print a copy of the student's completed resume	FORMAT.	Career Interest Survey, \$12, Sound Filmstrips, 12, \$45 a set, Study Guide/Workbook, 288 pp., \$6 24; Teacher Guide, 544 pp., \$22 20, Text, 416 pp., \$18 95
FORMAT	Computer Software, 1 disk, \$59, Teacher Guide, free with order	AUDIENCE	Students, Teachers/Trainers, Counselors, Disadvantaged Persons
SYS REQ	Apple II, Iic, Iie (48K), TRS-80, Models 3, 4 (48K), IBM PC (64K)	GRADE LEVEL	Grades 6-11
AU: 'ENCE	Students, Teachers/Trainers, Counselors, Teacher Educators	TITLE	Survival Skills for the Real World (1981)
GRADE LEVEL	Grades 10-12, Postsecondary (nondegree), College Level	AUTHOR.	Smith, Marian
TITLE.	Solving Problems/Making Decisions (1983)	DEVELOPER.	Oklahoma State Department of Education Oklahoma City, OK
AUTHOR.	Daggett, Willard R., Marrazo, Martin J	AVAILABILITY	ERIC Document Reproduction Service 3900 Wheeler Avenue Alexandria, VA 22304 (800) 227-3742 For a microfiche copy of this document, order ED 204616 from FEIS
AVAILABILITY	South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811	CHARACTERISTICS	Glossary, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Performance Tests, Checklists, References
CHARACTERISTICS	Self-contained, Objectives, Hands-on Activities, Practice Tests with Answers	CONTENT	Locating Available Jobs, Applying for a Job, Interviewing, Skills Employer's Look For, Managing Personal Finances, Responsibilities of Car Ownership, Responsibilities as a Taxpayer
CONTENT	Problem-solving and Decision-making Principles, Case Studies for Applying Problem-solving and Decision-making Skills	FORMAT	Teacher Guide, 182 pp., \$14 80 paper, \$0 60 microfiche
FORMAT	Teacher Guide, 48 pp., free with purchase of 5 or more texts, Text, 152 pp., \$6 10	AUDIENCE.	Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators
AUDIENCE	Students, Teachers/Trainers, Counselors, Teacher Educators	GRADE LEVEL.	Grades 7-12
GRADE LEVEL	Grades 10-12	TITLE	There's a Career for You in Home Economics (1985)
TITLE.	Steps to Success (rev ed., 1980)	AVAILABILITY	Microcomputer Educational Programs 157 S Kalamazoo Mall, Suite 250 Kalamazoo, MI 49007 (800) 421-4157
DEVELOPER	Memphis City School System Memphis, TN	CHARACTERISTICS	Self-contained, Prerequisite Knowledge/Skills Required, Record-keeping Suggestions, Information Sheets, Instructional Management Guide, Performance Test, Hands-on Activities, Progress Chart
AVAILABILITY	ERIC Document Reproduction Service 3900 Wheeler Avenue Alexandria, VA 22304 (800) 227-3742 For a microfiche copy of this document, order ED 203039 from FEIS	CONTENT	Information Regarding Occupations within the Home Economics Field, Matching of Student's Interests to Specific Occupations within the Home Economics Field
CHARACTERISTICS.	Illustrations/Graphics, Information Sheets, Instructional Management Guide, Performance Tests, Checklists, Hands-on Activities, References		
CONTENT.	Self-analysis in Relation to Employment Opportunities, Selecting a Job, Legal Aspects of the World of Work, Building a Resume, Filling Out an Application, The Interview, Job Advancement, Personal Finance Management		
FORMAT	Modules/LAPs, 143 pp., \$11 10 paper, \$0 60 microfiche		
AUDIENCE	Students, Teachers/Trainers, Counselors, Teacher Educators		
GRADE LEVEL.	Grades 10-12, Postsecondary (nondegree)		

- FORMAT.** Computer Software, 1 disk, \$62.50, Teacher Guide, free with order
SYS REQ Apple IIc, IIe, II+
AUDIENCE. Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators
GRADE LEVEL. Grades 10-12, Postsecondary (nondegree), College Level
SERIES. **Vocational Resume Writing** (1986)
TITLE. **Commercial Cooking**
AUTHOR Palladi, T, Dolores
AVAILABILITY. Glencoe Publishing Company
 Bennett and McKnight Division
 Front and Brown Streets
 Riverside, NJ 08075
 (800) 257-5755
CHARACTERISTICS. Competency-based, Self-paced, Individualized, Self-contained; Illustrations/Graphics, Information Sheets, Hands-on Activities
CONTENT Writing Resumes and Letters of Application
FORMAT. Study Guide/Workbook, 48 pp., \$2.85; Teacher Guide, 12 pp., \$2.25
AUDIENCE. Students, Teachers/Trainers, Counselors, Teacher Educators
GRADE LEVEL. Grades 10-12
NOTE The other four titles in this series are **Automotive Mechanics, Building Construction, Child Care, and Office Occupations.**
TITLE **The Work Activities Inventory** (1985)
PUBLISHER Career Development Software
AVAILABILITY Career Aids
 20417 Nordhoff Street
 Chatsworth, CA 91311
 (818) 341-8200
CHARACTERISTICS Competency-based, Self-paced, Individualized, Self-contained, Prerequisite Knowledge/Skills Required, Record-keeping Suggestions, Instructional Management Guide, Objectives, Performance Test, Hands-on Activities, Progress Chart
CONTENT Inventory of Student's Career and Lifestyle Needs, Matching Those Needs to a Job Data Base That Can Be Expanded
FORMAT Computer Software, 4 disks, \$150, Transparency Masters, 30, free with order, Teacher Guide, free with order
SYS REQ Apple II, IIc, IIe (48K), TRS-80, Models 3, 4 (48K), IBM PC (64K)
AUDIENCE Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Employers, General Public, Noninstructional Staff, Parents, Teacher Educators
GRADE LEVEL. Grades 10-12; Postsecondary (nondegree), College Level
TITLE **The Work Book: Getting the Job You Want** (4th ed., 1987)
AUTHOR Farr, J Michael, Gaither, Richard, Pickrell, R Michael
AVAILABILITY. Glencoe Publishing Company
 Bennett and McKnight Division
 Front and Brown Streets
 Riverside, NJ 08075
 (800) 257-5755
CHARACTERISTICS. Record-keeping Suggestions, Information Sheets; Performance Tests, Hands-on Activities, Progress Chart
CONTENT Employer Expectations; Applications, Telephone Contacts; The Interview, Resumes, Organizing Your Job Search
FORMAT Study Guide/Workbook, 160 pp., \$8.95
AUDIENCE Students; Teachers/Trainers, Counselors, Teacher Educators
GRADE LEVEL. Grades 10-12, Postsecondary (nondegree)
SERIES. **Working** (1986)
TITLE. **Exploring Job Options**
The Job Hunt
On the Job
On Your Own Money
Personal Money Manager
AUTHOR Terwilliger, Kathryn
AVAILABILITY EMC Publishing
 Changing Times Education Service
 300 York Avenue
 St Paul, MN 55101
 (800) 328-1452
CHARACTERISTICS. Self-paced, individualized, Self-contained, Information Sheets; Instructional Management Guide, Performance Test; Hands-on Activities, Practice Tests with Answers
CONTENT The content of each of the 5 programs in this series is provided by its title. The titles are listed above
FORMAT. Computer Software, 5 disks (1 disk each program), \$48.95 each disk (includes backup disk), \$158 a set, \$221 complete set (includes backup disks), User's Manual, 25 pp., free with order
SYS REQ Apple IIc, IIe, II+ (48K), IBM PC (48K)
AUDIENCE Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators
GRADE LEVEL. Grades 9-12, Postsecondary (nondegree), College Level
NOTE These software programs are designed to accompany **Working Today and Tomorrow**, which is cited elsewhere in this bibliography
TITLE **The Working Citizen** (1983)
AUTHOR Safford, Helen N
AVAILABILITY South-Western Publishing Company
 5101 Madison Road
 Cincinnati, OH 45227
 (513) 271-8811
CHARACTERISTICS Self-contained, Information Sheets, Instructional Management Guide, Objectives, Performance Tests, Hands-on Activities
CONTENT The World of Work, Sources of Occupational Information, Getting a Job, Getting Along on the Job, Working for Success
FORMAT Teacher Guide, 60 pp., free with purchase of 5 or more texts, Text, 170 pp., \$6.10
AUDIENCE Students, Teachers/Trainers, Counselors, Teacher Educators
GRADE LEVEL Grades 8-12

TITLE: *Working Today and Tomorrow* (1987)
AUTHOR: Campbell, Richard; Thompson, Mary J.
AVAILABILITY: EMC Publishing
 Changing Times Education Service
 300 York Avenue
 St. Paul, MN 55101
 (800) 328-1452
CHARACTERISTICS: Glossary; Illustrations/Graphics; Objectives,
 Performance Tests with Answers; Pretest, Posttest with Answers; References
CONTENT: The Changing Nature of Work; Self-examination; Making Decisions about Work; Entering the Work Force; You as a Worker, Business and Capitalist Systems; Using Your Resources; Making Financial Decisions
FORMAT: Computer Software, 5 disks (1 disk each program), \$48.95 each disk (includes backup disk), \$158 a set, \$221 complete set (includes backup disks); Study Guide/Workbook, 174 pp., \$4.95; Study Guide/Workbook Answer Key, free; Teacher Guide, 405 pp., \$20; Test Booklet, 50 pp., \$3.95; Test Booklet Answer Key, 6 pp., free; Text, 405 pp., \$17.95
SYS REQ: Apple IIc, IIe, II+ (48K); IBM PC
AUDIENCE: Students; Teachers/Trainers; Counselors, Teacher Educators
GRADE LEVEL: Grades 10-12

TITLE: *You and Your Job Interview* (1975)
AVAILABILITY: Guidance Associates
 Communications Park
 Box 3000
 Mount Kisco, NY 10549-0900
 (800) 431-1242
CHARACTERISTICS: Self-contained; Information Sheets
CONTENT: The Principles of Interviewing, Four Different Job Interview Situations
FORMAT: Sound Filmstrips, 2; Teacher Guide, 32 pp., \$109
AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators
GRADE LEVEL: Grades 10-12; Postsecondary (nondegree); College Level

TITLE: *Your Future: Plans and Choices* (1985)
AUTHOR: Daggett, Willard R.
AVAILABILITY: South-Western Publishing Company
 5101 Madison Road
 Cincinnati, OH 45227
 (513) 271-8811
CHARACTERISTICS: Self-contained; Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Test with Answers; Pretest, Posttest with Answers
CONTENT: Examination of One's Identity, Strengths, Weaknesses, Values, Wants, and Needs; Lifestyle Options; Personal Responsibility for the Future; Planning a Career
FORMAT: Study Guide/Workbook, 122 pp., \$2.95; Teacher Guide, 67 pp., free; Test Booklet, \$0.90; Text, 326 pp., \$11.95
AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators
GRADE LEVEL: Grades 10-12; Postsecondary (nondegree)

TITLE: *Your Working Life: A Guide to Getting and Holding a Job* (1980)
AUTHOR: Herr, Edwin L.; and others
AVAILABILITY: McGraw-Hill
 Gregg Division
 P.O. Box 996
 Norcross, GA 30091
 (404) 451-6099
CHARACTERISTICS: Self-paced; Individualized; Self-contained, Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives, Performance Tests with Answers; Hands-on Activities
CONTENT: Knowing Yourself; Making Decisions Work; Schools and Careers; Getting the Job; Communication at Work; Working at Human Relations; Growing on the Job
FORMAT: Study Guide/Workbook, 174 pp., \$6.84; Teacher Guide, 97 pp., free with purchase of 5 or more texts; Text, 454 pp., \$14.43
AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators
GRADE LEVEL: Grades 10-12; Postsecondary (nondegree)



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Department of Education
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